



# City of Tempe is seeking a City Auditor

**\$105,388-\$142,274**

Starting Salary Negotiable Upon Offer

## Opening Date:

Wednesday March 08, 2017

## Closing Date:

Open until the needs of the City are met. First reviews of applications will be Monday April 03, 2017. This position may close at this time

## Benefits

- Minimum of 14 paid vacation days per year
- 56 hours of executive leave per year
- 12 paid sick leave days per year
- 12 paid holidays per year
- Health, dental, life, and vision care coverage plans
- Up to \$5,000 per year of tuition reimbursement
- Retirement plan contributions to Arizona State Retirement System (ASRS)

## How to Apply

Applicants are required to submit a cover letter, resume (including an email address), and a completed supplemental questionnaire. The City of Tempe's practice is to release only the names of candidates who are considered finalists for a vacant position. Tempe believes that this practice is consistent with the most recent cases interpreting Arizona's public records laws.

Email your application materials to: [jobs@tempe.gov](mailto:jobs@tempe.gov)

**For further information, please contact:**

Elva Rios-Chavez, Sr. Human Resources Analyst, (480) 350-8289

## Selection Criteria

Applicants whose experience and training most closely meet the needs of the city may be selected for further testing/interviews. Falsifying information or lying during any stage of the section/hiring process will make you ineligible for new or continued city employment.

## Position Information

To actively support and uphold the City's stated mission and values. Responsible for the development and implementation of the City's internal audit program in order to investigate and report on the operational effectiveness and efficiency; to evaluate compliance with applicable ordinances, regulations and contracts.

The ideal candidate will be an experienced leader in the auditing field with a demonstrated history of working collaboratively within an organization, has a strong sense of integrity and objectivity, and possess sound organizational and interpersonal skills.



## The Community

Tempe is one of Arizona's oldest communities, with roots dating back to the Hohokam. The City still has buildings from the late 1800s in its downtown. While enjoying dynamic growth, the city has maintained its unique personality and style through a careful and masterful blending of the new with the old. Respecting its heritage and energetically planning for the future, Tempe is a wonderful mix of history and modern urban amenities.

Located in the center of the Greater Phoenix Metropolitan Area, Tempe covers approximately 40 square miles and is home to more than 165,000 residents and a workforce of more than 150,000. Tempe is also home to Arizona State University with a student population of over 70,000. Tempe is surrounded by six freeways and is the only Arizona city to have border to border light rail. The majority of the Greater Phoenix Metropolitan Area can reach Tempe within 20 minutes.

Tempe is home to the nation's largest university - Arizona State University and the Tempe Town Lake – one of the most popular destinations in the state. Tempe is the spring training home for the Los Angeles Angels of Anaheim. Downtown Tempe offers the original walkable urban downtown district, representing a destination for the independently spirited, a hub for entertainment and an attractive market for entrepreneurial business. About 25,000 people work in downtown Tempe for companies such as Allstate Insurance, Amazon, Lifelock, Chase and Smith Barney. Major employers in the city include Insight Computers, Arizona State University (ASU), Wells Fargo, Edward Jones, and State Farm, as well as an eclectic mix of small and locally owned businesses.

Tempe is among Arizona's most educated cities. More than 40 percent of our residents over the age of 25 have Bachelor's degrees or above. This lends itself to a creative, smart atmosphere where anything seems possible. People and businesses in Tempe have worked on projects including the Mars Rover, implanted heart defibrillators, solar energy and much more.



## Internal Audit Office

The Internal Audit Office is responsible for providing the City Manager with independent, timely and relevant information concerning the City's programs, activities and functions. Internal Audit recommends improvements to policies and procedures that enhance the internal control structure of the City. Internal Audit's work is vital in maintaining the general public's trust and confidence that the City resources are being used effectively and efficiently.

Per Section 2-18 (a) (1) c of the Tempe City Code:

"The internal audit office provides independent appraisal of city programs, policies and functions in order to help management perform more efficiently and effectively; examines financial reports, various records and procedures to determine compliance with applicable ordinance, regulations, policies and contractual provisions; evaluates the City's internal control structure and recommends improvements that will help safeguards the City's assets; and, performs the duties of the taxpayer problem resolution officer, as outlined in section 16-515 of this code.

## The Culture

Tempe residents enjoy an unsurpassed quality of life, including more than 150 special events annually, such as one of the nation's largest and best New Year's Eve parties, Rock n Roll Marathon, Tour de Fat Bike Festival, Ironman Arizona and a Fourth of July celebration that regularly draws more than 50,000 people. Tempe residents are fit and enjoy 175 miles of bikeways, hiking at Papago Park and A Mountain, rowing, sailing and paddling at Tempe Town Lake and horseback riding at Papago Stables.

Residents also enjoy Tempe's various cultural and art activities at its many venues that include the Broadway shows at ASU Gammage, Spring Training Baseball, community performances at Tempe Center for the Arts. There are a number of museums in Tempe, such as The Arizona Historical Society Museum, Nelson Fine Art Center and many others regionally, including the world famous Heard Museum.



## City Government

A unique inverted pyramid structure in downtown Tempe houses the City's council/manager form of government. Tempe is a full-service municipality with a workforce of more than 1,600 regular employees, with an additional 700+ temporary employees. Tempe has an operating budget of \$445 million, with a AAA bond rating with Standard & Poor's and Fitch. Policy direction is provided by the Mayor/City Council who are assisted by an active community that includes a variety of boards, commissions and committee.

# CITY AUDITOR

## *Candidate Supplemental Questionnaire*

Each question focuses on a particular area of responsibility associated with our City Auditor position. This section is designed to allow you an opportunity to expand upon your professional experience as it relates to each of these vital areas. Since this is part of the selection process, it is to your advantage to fully and accurately provide the information requested.

**DIRECTIONS:**

**Each answer should be typed and doubled spaced.**

**Along with each response, please include the following when discussing your experience:**

- **Your employer(s) name**
- **Your job title(s) at the time**
- **Overall length of experience in years / months for each respective area**

1. Describe your professional experience in the public sector area.
2. Describe your work experience in the area of auditing including systems, processes and financial records.
3. Describe your level of management experience, including the number of years.
4. Describe your interpersonal skills and how these skills are used to collaboratively work with colleagues to fulfill the mission and values of the office?



## **CITY AUDITOR**

### **Purpose:**

To actively support and uphold the City's stated mission, vision, and values. Responsible for the development and implementation the City's internal audit program in order to investigate and report on the operational effectiveness and efficiency; to evaluate compliance with applicable ordinances, regulations and contracts.

### **Supervision Received and Exercised:**

Receives direction from the Deputy City Manager – Chief Operating Officer.

Exercises direct supervision over professional staff.

### **Essential Functions:**

Duties may include, but are not limited to, the following:

- Provide executive leadership, direction, and management of the City Internal Auditor's Office that include analyzing the needs of the Internal Audit Plan, developing and monitoring the office budget, and making the most efficient use of resources.
- Act as the Taxpayer Resolution Officer as outlined in Section 16-515 of the City Code.
- Supervise the development of short and long-range objectives for the Internal Audit Office which are aligned with the City's overall mission, vision, and strategic priorities.
- Analyze the needs of the Internal Audit Office; develop and manage the budget accordingly, making the most efficient use of resources.
- Perform audits of various City departments, programs and systems to report to the City Manager's Office the effectiveness of internal control structures, program compliance, financial compliance and operational and program efficiency and effectiveness, in light of the City's stated mission, vision, and strategic priorities; examine departmental operations and reports to determine compliance with applicable ordinances, regulations, and contracts; make recommendations to the City Manager's Office to address deficiencies and improve operations, based on audit and examination findings.

## CITY OF TEMPE

### City Auditor (continued)

- Initiate, review and prepare a variety of audit planning and reporting models including a City-wide audit plan, a year-end audit report and periodic City-wide risk assessments; gather and analyze data as necessary.
- Supervise and report on operational deficiencies, procedures, and practices to present to City Manager's Office. Determine violations and non-compliance, detect and explain significant irregularities, recommend effective corrective measures and conduct a follow-up appraisal of the implementation of corrective measures.
- Appraise corrective action taken to improve deficient conditions.
- Perform special audit investigations as required by the City Manager and Deputy City Managers.
- Examine departmental operations and records of contractors and other entities working under agreement with the City to determine compliance with applicable ordinances, regulations, and contracts.
- Communicates with the City Council, general public, other City employees, vendors, management, contractors, and public officials in order to coordinate audits, report results, and clarify recommendations and details for implementation.
- Select and supervise staff; establish schedules and methods for work procedures; ensure adherence to industry procedures and policies; and if necessary, implement discipline procedures.
- Provide pro-active performance planning, formalize performance goals, outline professional development plans, and discuss job competencies; and maintain effective and consistent one-on-one dialogue with all employees on a regular basis.
- Perform related duties as assigned.

### **Minimum Qualifications:**

#### **Experience:**

Six years of increasingly responsible professional experience in internal auditing, public accounting or directly related experience.

#### **Education:**

Requires a Bachelor's degree from an accredited college or university with major course work in accounting, auditing, information management systems or a degree related to the core functions of this position. A Master's degree is preferred.

CITY OF TEMPE  
City Auditor (continued)

**Licenses/Certifications:**

Possession of one of the following professional certifications:

- CIA - Certified Internal Auditor
- CPA - Certified Public Accountant
- CMA - Certified Management Accountant
- CFE - Certified Fraud Examiner
- CISA - Certified Information Systems Auditor
- CGAP - Certified Government Auditing Professional
- or an equivalent professional certification related to the core function of this position

**Examples of Physical and/or Mental Activities:**

(Pending)

**Competencies:**

<http://www.tempe.gov/home/showdocument?id=26274>

**Job Code: 024**

**Status: Exempt / Unclassified**

*Effective July 2000*

*Revised July 2002 (Range Changed)*

*Revised Sept 2003 (Became part of Department Head structure. Title and range changed)*

*Revised June 2010 due to Citywide reorganization: job title, reporting relationship, duties and MQs*

*February 2012 (updated duties/MQs)*

*March 2017 (updated duties/licenses & certifications & MQs)*